



LOWELL PUBLIC SCHOOLS
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Joel D. Boyd, Ed.D
Superintendent

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To: Dr. Joel Boyd, Superintendent of Schools
From: Dr. James Hall, Chief Operating Officer
Date: August 20, 2021
Re: Personnel Subcommittee- Job Descriptions

At its meeting on August 11, 2021, the Personnel Subcommittee directed changes to job descriptions it reviewed. It authorized these job descriptions to be presented to the School Committee for approval.

Enclosed are job descriptions which have been changed as a result of that meeting on August 11, 2021.

To: James Hall
From: Michael Fiato
Date: August 20, 2021

Thank you for providing me with the opportunity to present the Lowell High School Strength and Conditioning coach at last night's personnel sub-committee meeting. I appreciated the chance to communicate in person the Strength and Conditioning coach proposal and have revised the job description and responsibilities based on the feedback from the sub-committee.

Rationale:

Lowell High School has a wide range of after-school programs, athletics, and co-curricular activities to offer students after school. Our school community will be heavily relying upon these engaging and high-quality programs to engage and involve our students in meaningful and enriching co-curricular programming, especially as we strive to re-engage our students after 18 months of remote learning.

As part of our engagement strategy at Lowell High School, we are proposing the addition of a Strength and Conditioning coach to provide supervised, structured, and evidence-based physical fitness and training coaching to ANY and ALL Lowell High School students and staff members, either before or after-school. Our intent is to connect students and faculty to exciting and safe physical fitness, training and coaching as a means for students and staff to rebuild bonds with the school, their peers, and staff as we rebound from over a year and a half of the impact of the pandemic.

Because many students do not have access to a health club membership or resources for personal training and transportation to and from a facility due to time constraints or fiscal limitations this creation of this position will enable students equity and access professional Strength and Conditioning coaching at the school site. It is our aim to foster a safe, supportive, and welcoming school environment and through the expansion of our co-curricular programming, create a school model that supports the whole child, before, during, and after-school hours. The research is clear about the connection between academic success, social-emotional wellness, and physical fitness. The fitness center would be open to all students and serve as an additional resource for students to maintain a healthy and positive connection with staff and peers.

Attached is the revised job description and a letter of support from a student who just graduated from Lowell High School. I also request that the exam fee for the licensure be reimbursed up to \$500 for those who passed the certification exam within 6 months of hire.

Strength and Conditioning Coach

Qualifications:

Certified Strength and Conditioning Specialist® (CSCS®)

Candidates must be Certified Strength and Conditioning Specialists (CSCS) which requires a specific certification. CSCS are professionals who apply scientific knowledge to train athletes for the primary goal of improving athletic performance. They conduct sport-specific testing sessions, design and implement safe and effective strength training and conditioning programs, and provide guidance regarding nutrition and injury prevention. Recognizing that their area of expertise is separate and distinct, CSCSs consult with and refer athletes to other **NSCA-CPT**.

Responsibilities:

The strength and conditioning stipend position would be responsible for the fitness center after school for 3 hours per day, Monday-Friday. This athletic trainer would supervise the fitness center and offer all students professional guidance, coaching, and training. This training would be available to all students who are Lowell High School students, even if they do not play on sports team. Review survey data from students throughout the school year to continually determine the needs, areas of interest, and preferred times for working out and exercising (i.e. before, after school, or even at home with exercise plans).

Stipend: Fall - \$6,300, Winter - \$6,300, Spring - \$6,300

Hi, My name is George Dristiliaris. I am a recent and proud graduate of Lowell High School, class 2021. I am now currently attending Valparaiso University to study Sports Management and play football at the Division 1 level. Sadly, I could not make this meeting due to fall football camp at Valpo. For this meeting I wanted to voice and share an opinion and recommendation that I think would benefit Lowell High School, it's students and possibly it's faculty and staff; the creation of a strength and conditioning coach position for Lowell High School. As someone who has had to outsource their athletic training, I understand and appreciate how fortunate I was to be able to do so. However, I know students within Lowell High School do not have the same opportunity as I have had. Through the years I have spent thousands of dollars on training and preparation not only for college but for high school sports as well. Giving the entire Lowell High School student body access to a strength and conditioning coach and the program can give these students that can not afford a trainer or gym membership a place to get and stay in shape, both physically and mentally. For students, athletes, and anybody in between, a strength and conditioning coach and program can not only be beneficial for the Lowell High School athletic program, but also for the school's entire community and gives students a place to go after school to help stay out of trouble. I think now is a great time to implement a conditioning coach and training program to Lowell High School with the opening of the new high school and post COVID-19 era. A new conditioning coach and program, without a doubt, will certainly complement a newly built and renovated state-of-the-art high school as well as the athletic program at Lowell High.

Thank you for your time and I hope you seriously consider this recommendation.

George J. Dristiliaris
Class of 2021

McKinney-Vento Liaison for Transportation
(part-time, 48-week position; grant funded)
Funded through American Rescue Plan (ARP)- Homeless Children and Youth I
(one year position with possibility of second year of funding)

General Description:

The McKinney Vento Homeless Education grant focuses on Lowell's homeless, doubled up and unaccompanied youth population. The goal of the grant is to provide support to homeless students; education, outreach and resources to parents; and training and support for teachers and related staff. This position will specifically support the district's McKinney-Vento staff with transportation requests and provide oversight for homeless transportation.

Qualifications:

- High School diploma; Bachelor's degree preferred
- Valid Massachusetts driver's license
- Excellent verbal and written communication skills
- Strong organizational skills; attentive to detail.
- Experience in school transportation
- Knowledge of area transportation providers for school children
- Experience working with homeless families with children
- Experience with Office and Google Suites and transportation software such as Versatrans.
- Understanding of the McKinney-Vento Educational Act
- Preference will be given to candidates who are bilingual
- Must be willing to work flexible hours; afternoons, evenings, and/or weekends

Performance Responsibilities:

The McKinney-Vento Liaison for Transportation will be responsible for supporting the implementation of the McKinney Vento Homeless Education Grant including but limited to:

- Processing and submitting to local vendors transportation requests for homeless students (e.g students in out of district shelters who attend school of origin in Lowell)
- Monitoring homeless transportation requests to local vendors and track the turnaround time for such requests
- Communicate with McKinney-Vento Liaisons and homeless families transportation information (e.g. start date/time for transportation requests)
- Processing and submitting cost shares with other districts as needed
- Process and maintain all driving contracts entered into with homeless families
- Order, distribute and track distribution of LRTA day passes and Charlie Cards
- Collaborate with the Transportation Department to ensure they are aware of all address changes for homeless families.

McKinney-Vento Liaison—High School
(part-time; 48-week position;
Funded through American Rescue Plan (ARP)- Homeless Children and Youth I
(one year position with possibility of second year of funding)

General Description:

The McKinney Vento Homeless Education grant focuses on Lowell's homeless, doubled up and unaccompanied youth population. The goal of the grant is to provide support to homeless students; education, outreach and resources to parents; and training and support for teachers and related staff. This position will specifically support high school students encountering homelessness with a specific focus on grade 9 students. This individual will also collaborate with the McKinney-Vento Liaison—Unaccompanied Youth and the Attendance Office.

Qualification Requirements:

- High School Diploma; Bachelor's Degree preferred
- Excellent verbal and written communication skills.
- Knowledge of Office and Google suites
- Excellent organizational skills
- Experience managing programs or projects that effectively serve at-risk youth and families.
- Experience working with homeless families with children
- Familiarity with community resources and services for homeless children and families
- Understanding of the McKinney-Vento Education Act
- Valid Driver's license
- Understanding of alternative pathways to high school completion
- Must be willing to work a flexible schedule afternoons/evenings/ weekends as needed
- Preference will be given to candidates who are bilingual

Performance Responsibilities:

The McKinney Vento Liaison—High School will be responsible for supporting the implementation of the McKinney Vento Homeless Education Grant including:

- Ensuring that parents/guardians of homeless children and youth are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Conducting home visits and providing outreach support to parents/guardians and children who are homeless to confirm the family's status and determine resources to support family.
- Collecting data on the number of homeless, doubled up and unaccompanied youth in the district.

McKinney-Vento Liaison for Unaccompanied Youth
(part-time, 48-week position; grant funded)
Funded through American Rescue Plan (ARP)- Homeless Children and Youth I
(one year position with possibility of second year of funding)

General Description:

The McKinney Vento Homeless Education grant focuses on Lowell's homeless, doubled up and unaccompanied youth population. The goal of the grant is to provide support to homeless students; education, outreach and resources to parents; and training and support for teachers and related staff. This position will specifically support the district's unaccompanied youth and liaise with community partners in developing ways to better support the district's unaccompanied youth.

Qualifications:

- High School diploma; Bachelor's degree preferred
- Valid Massachusetts driver's license
- Excellent verbal and written communication skills.
- Experience managing programs or projects that effectively serve at-risk youth and families.
- Experience working with homeless families with children
- Experience with Office and Google Suites
- Understanding of the McKinney-Vento Educational Act
- Familiarity with community resources and services for homeless children and families
- Preference will be given to candidates who are bilingual
- Must be willing to work flexible hours; afternoons, evenings, and/or weekends

Performance Responsibilities:

- The McKinney-Vento Liaison for Unaccompanied Youth will be responsible for supporting the implementation of the McKinney Vento Homeless Education Grant including but limited to:
- Ensuring that unaccompanied youth are informed of educational and related opportunities available to them.
- Conducting home visits and providing outreach support to unaccompanied youth to confirm the student's status and determine resources to support the student.
- Collecting data on the number of unaccompanied youth in the district.
- Planning to meet the individual goals of unaccompanied youth through ongoing communication and collaboration with shelter staff and the District's Homeless Liaison to promote shared learning goals and support strategies.

Director of Alternative School Education

Job Posting Information

Posting ID: POS20130502000001 Posting Start Date: 08/31/2021
Name: Director of the Student Resource Center Posting End Date: 08/22/2021
Location: Central Office

Overview: **PERFORMANCE RESPONSIBILITIES:**
The Director of the Student Resource Center shall function under the overall direction of the Chief Academic Officer. The Director of the Student Resource Center will be expected to oversee the day-to-day operations of the Student Resource Center, as well as its policies, procedures, budget and curriculum/program design. In accordance with the district's policies and procedures regarding alternative programs, the Director of the Student Resource Center shall:

- Lead the collaboration with appropriate central office staff and building administrators to develop, implement, assess, and evaluate student services to support students in accessing alternative education programs to support attainment of a high school diploma.

- Direct and assist Student Resource Center staff in developing a positive learning environment that addresses the needs of all learners.

- Assist in coordinating staff efforts in identifying drop out data, student outreach, program coordination, transcript reviews and graduation plan development

- Assist in organizing and conducting orientation, departmental and staff meetings for the purpose of improving supports to students for re-engaging with Lowell Public Schools.

- Provide leadership to ensure equity for all students and the valuing of diversity in the classroom environment.

- Provide leadership to responsibly meet the needs of all students, building a functional, productive and innovative learning approaches to the reengagement of students.

- Work in full coordination and cooperation with appropriate personnel involving all aspects of student assessment, placement, meeting of established prerequisite requirements, transfers and appropriate intervention for students re-engaging in Lowell Public Schools

-Seek out, write and manage grants to provide opportunities and supports to re-engaging students.

-Perform such other tasks and responsibilities related to the foregoing listed duties as may be directed or assigned by the Chief Academic Officer.

Qualification: REPORTS TO: Chief Schools Academic

EFFECTIVE DATE OF EMPLOYMENT: August 2021

TERMS OF EMPLOYMENT: as per LSAA contract

SALARY: as per LSAA contract

REQUIREMENTS:

1. A Master's degree from an accredited college or university.
2. Licensure valid for service as a teacher in the Commonwealth of Massachusetts.
3. Licensure valid for service as a Supervisor/Director in the Commonwealth of Massachusetts.
4. At least five years successful teaching or related experience.
6. Excellent organizational and interpersonal skills.
7. Demonstrated computer proficiency preferred.

Required Certificate(s):

(One or more are required to qualify for this position.)

Principal/ Asst Princ 9-12

Principal/ Asst Princ 5-8

Principal/ Asst. Princ pK-6

Principal /Asst. Princ pK-8

Principal (K-6)

Principal (K-8)

Additional/Optional Certificate(s):

(One or more are required to qualify for this position.)

Required Endorsement(s):

Additional/Optional Endorsement(s):